



Department of Energy

FIMS Data Validation Improvements And Lessons Learned

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Facilities and Infrastructure Team
FIMS Workshop
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Agenda

- FIMS
- Status of FY 2010 Validations
- QA Assist visits
- Plan for FY 2011 validations
- Lessons learned
- Reminders
- Questions





FIMS

- **Reliance on FIMS is increasing – Good News**
 - Current user community consists of almost 500 people
 - The user base has increased by 40% over the last 5 years
 - We have seen an increased level of interest in FIMS training by management and facilities personnel in the field
- **OMB's and GSA's focus has shifted from data completeness to data quality/accuracy**
 - This makes our data validation process all the more important
 - We have seen significant improvement
 - Good results with one scorecard
 - Most sites are now green
- **No planned changes to FIMS validations in FY 2011**

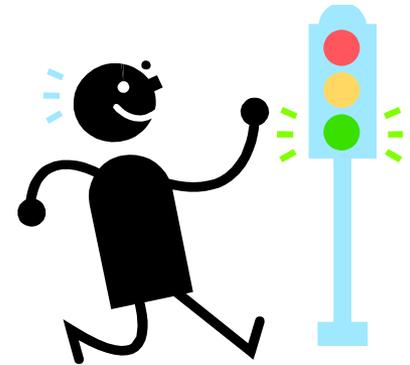


**Call the
hotline!!**



FIMS Validation Status

- 50 Sites to be validated
- 38 Validated
 - 34 Green/Green
 - 4 Red/Green
- LPSO is lead on multi-program sites
 - One scorecard per site



Go'in for Green!



Quality Assurance Visits

- ~ Eight per year
- Try to get to each site every 4 to 5 years
- Sites that score red visit more frequently
 - To provide assistance
- OECCM/HQ Program Office do not run validation
 - Observe process
 - Provide QA
 - Provide assistance
- Answer questions



**We're from Washington
and we're here to help!**



FY 2011 FIMS Validation Plan

- Same elements as in FY 2010
- Mark will make some additional enhancements to the data worksheets





FY 2011 Validation Forms

- FIMS Data Validation Forms
 - Redesigned to include
 - Sustainability data elements
 - The combined random pull of Bldgs/Trailers and OSF's
 - Thank you Mark, Gayle and Mike!





Lessons Learned

- Complete Source Documentation Worksheet
 - Streamlines process
 - Provides contact information to subject matter experts (SME)
- Develop source documentation notebook
 - Tab for each data element
 - Signed Memo, dated, clarifying process for obtaining source data by SME
 - Be prepared to go into detail on how you arrived at the values for the source data
- Develop Local Data Base For Source Data
 - Best Practice





Reminders



- DM Inspection Dates no more than 5 years old
 - Check Inspection Dates before validation
- Source Data Required to be Updated Annually

Sustainability	RPV	Mission Dependency
Usage Code	DM	Annual Actual Maintenance
Outgrant Indicator	Status	Est. Disposition Year
No. of Employees	Utilization	Annual Operating Costs
Excess Indicator	Train Bridges	Using Organization



Reminders Con't



- Source documentation development
 - Develop a table for Subject Matter Expert (SME)
 - SME provides data or
 - Make needed corrections
 - Signs and dates table certifying data is accurate
 - One data element per table
 - Certified by one SME
 - SME must personally review and certify data as correct
 - FIMS Coordinator should not be SME
 - Source documents must be signed prior to validation

This procedure can not be used for the following data elements

RPV	Net Square Feet	Annual Actual Maintenance
DM	Utilization	Annual Operating Costs
Size (Gross Sqft, Primary Qty, Secondary Qty)		



Source Data Table

Real Property Identifier	ORO Assets	Code - Building (B), Land (L), OSF (S) or Trailer (T)
ORO-0001	1916-T2 Complex	
ORO-0002	1916-T3	
ORO-0003	2011 Car Wash Building	
ORO-0014	Midway Gatehouse – Main	
ORO-0015	Midway Gatehouse – Small	
ORO-0016	Turnpike Gatehouse – Main	

SME Signature:

Date:



Source Data Table

Real Property Identifier	ORO Assets	Usage Code	Description/Use
ORO-0001	1916-T2 Complex		
ORO-0002	1916-T3		
ORO-0003	2011 Car Wash Building		
ORO-0004	2001 R&G Maintenance Facility		
ORO-0005	2005 Heavy Equipment Shop		
ORO-0006	2010 Salt Storage Building		
ORO-0007	2714 Complex		
SME Signature:			
Date:			



Reminders Con't



- FIMS Generated RPV's
 - Use FIMS User Guide to crosswalk Usage Code and RPV Model
- Update process memos if process changes
- Estimated Disposition Year
 - If Site does not have a planned date for disposition
 - Use date 20 years out
 - Use same date for all assets meeting this condition
 - Update annually



Questions?



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